



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Senior Staff Analyst (Executive Level)
Posting Number	PN# 113220
Department	Houston Airport System
Division	Public Safety & Technology
Section	Security
Reporting Location	3838 N. Sam Houston Pkwy. E.*
Workdays & Hours	Shift work, including rotation, weekends, and holidays*
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

This position reports to an Assistant Director in the Public Safety & Technology Division. Responsibilities will include: working with the Airport Security Managers to develop policy and procedure applications for the division; representing the division at meetings and functions; maintaining and updating inspections of security operations within the division; making recommendations and/or negotiating solutions for management issues as assigned; developing language and providing input for various professional services as needed; providing analysis and evaluation of statistical information related to operational performance in line with the Balanced Scorecard; performing a variety of project support work; and supporting the training effort for airport security personnel.

WORKING CONDITIONS

Performing these duties will involve: discretion about walking, standing, and sitting; operating city vehicles; making simple gross motor movements; lifting up to ten (10) pounds. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

A Bachelor's degree in Business Administration, Public Administration, or a field directly related to the type of work being performed.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of professional administrative, financial, or analytical experience related to the type of work being performed.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Management level experience in security or law enforcement work. Consulting experience in the security industry. Familiarity with security technology and systems, and associated procurement and contracting models. Professional certification as a Physical Security Professional (PSP), Certified Protection Professional (CPP), or Professional Certified Investigator (PCI).

SELECTION/SKILLS TEST REQUIRED Application review and/or interview.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 28
\$ 2,184.00 - \$ 2,592.00 Biweekly \$ 56,784.00 - \$ 67,392.00 Annually

OPENING DATE SEPTEMBER 20, 2006

CLOSING DATE OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration, submit online at:

<http://www.fly2houston.com>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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